



What do you want to know?

Welcome to the first issue of Training Tracks! Our goal is to provide NAVAIR employees at Pax River with the latest information regarding upcoming courses, policies, instructions, and tips to enhance your training experiences. To get you started with some basic information, below is a list of some training websites you might find helpful.

NAVAIR Career Development

<https://careerdevelopment.navair.navy.mil/>

NAWCAD Employee Development

<http://hro.navair.navy.mil/training>

Government Online
Learning Center

<http://www.golearn.gov>

DAWIA Register Now

<https://www.atrrs.army.mil/channels/registernow/rnswitch.asp>

USDA Grad School

<http://www.grad.usda.gov>

SIGMA Employee Self Service

<https://ess.navair1.navy.mil>

Go! Learn! For free!

Looking for inexpensive but quality training? Try the Government Online Learning Center on the Internet at <http://www.golearn.gov>. All of the courses on the site are free for Federal employees. Launched in July 2002, the learning center provides courses in: communication, customer service, e-learning, human resources, leadership, legislatively mandated & agency required topics, management, Microsoft Office 2000, personal development, professional development, and project management.

Courses range from two to eight hours long and are all provided online so there are no travel costs – in fact, there are no costs at all!

Who to call

Apprenticeship Program	7-4122
Budget & Finance	7-4123
Contracting & Procurement	7-4126
DAWIA	7-9103
Engineering/Technical	7-4122
Facilities Support	7-4118
International Affairs	7-4126
Logistics	7-4126
Long-term Training	7-4119
Management Analysis	7-4123
Mentoring	7-4125
Personal Development	7-4122
Room Reservations	7-4118
SAP Support	7-4127 or 7-4115
SEMDP	7-4125
SIGMA/SAP	7-1009
Special Programs	7-4119
Student Career Experience Employment Program	7-4122
Supervisory & Managerial	7-4123

Help! I'm lost!

How do I request training?

NAVAIR government employees should request training via SAP Employee Self Service (<https://ess.navair1.navy.mil/>). Contractors and tenant employees are required to complete the appropriate form (SIGMA training request or Foreign Military Sales training request) or to provide a letter from their company stating that they are aware of and will cover the cost if the employee is confirmed to attend, and that letter should be signed by the employee's government sponsor with a statement that the training is beneficial to the government.

I've tried to submit a request in ESS/SAP, but it wouldn't open a 1556.

We are aware that many employees are experiencing problems completing requests via SAP/ESS. This problem is due to a MicroSoft upgrade that is not compatible with our customized form in SAP. This issue is being addressed, but there is no estimated timeframe to fix the problem. Instead, we have developed a work around.

If you have attempted to enter your training request and are unable to execute the 1556 in ESS, please prepare a hard copy 1556 with all of the appropriate information and fax it to 2-4523. Once it is received, the training staff will enter your request into SAP and forward it to your supervisor via SAP workflow for approval. Because the 1556 will still require approval, please be sure to include your supervisor's name on the faxed 1556 or there will be a delay in processing.

Upcoming HRO Sponsored Courses

MARCH

Course Title	Date
Navy Working Capital Fund (Intro to)	01
RDT&E Budget Formulation/Execution	01-02
Contracting Officers Rep (Basic)	01-03
SAM-CF (Case Financial) (WPAFB)	01-05
Helicopter Stability and Control	01-12
Employee Indoctrination	02
Quality Assurance for Aircraft Maint. Contracts	02-03
Joint Aviation Model for Level of Repair Analysis (JAM for LORA)	02-04
SIGMA PID/PR GF	04
SAM-E (Executive) (WPAFB)	04-05
Middle East Orientation (Hurlburt Field, FL)	08-12
Federal Budget Process	08-09
Presentation Skills	08-11
Product Support Fundamentals	08-12
SAM-C (CONUS) (WPAFB)	08-19
APN Budget Formulation	09-10
Contracting Officers Rep (Basic) (CL)	09-11
Writing Better Performance Statements of Work	09-11
Project Management (Basic) (CL)	09-11
Budget Estimating Techniques	10-12
SIGMA PID/PR GF	11
Getting Organized - Fast	15
Airworthiness Training	15
Cost Benefit Analysis for Decision Support	15-16
Planning for Retirement	15-16
Linear Algebra w/Engineering Applications	15-16
APML Basic	15-19
Flight Test (Intro) (TPS)	15-26
SIGMA Supervisory	16
Retirement Foundations	17
Basic Acoustics	17-18
Case Financial Management	17-18
Measuring Organizational Improvement	17-18
SIGMA MILSTRIP GF	18
International Programs Security Requirements	22-23
Class Desk and APML Orientation	22-25
SAM-CM (Program/Case Mgmt) (WPAFB)	22-26
Managing Performance of Service Contracts	23-24
ESDP Familiarization Tour	23-24
Modeling & Simulation (CL)	23-25
Engineering Sys. for Navy Interoperability (CL)	23-25
SIGMA PTL/PA NAWC	23-25
O&M, N Budget Formulation	24
SIGMA PID/PR NAWC	25
Cross Cultural Comm. (Hurlburt Field, FL)	26-30
Network Centric Warfare (CL)	27-29
Budget Analysis Using Excel	29-31
Systems Engineering Fundamentals	29-02
Airplane Flying Qualities (Intro) (TPS)	29-09

APRIL

Course Title	Date
How to Handle People with Tact and Skill	05
WPN/OPN/PAN &MC Budget Formualtion	05-06
Seven Habits of Highly Effective People	05-07
Writing for Business Purposes	05-07
Africa Orientation (Hurlburt Field, FL)	05-09
Employee Indoctrination	06
Writing Better Perform. Statements of Work (CL)	06-08
Taming the Roller Coaster: Resilience in Action	12
Civilian Manpower Budget Formulation	12
Intellectual Property & Technology Transfer	12
Best Practices for Today's Leader	12
Planning for Retirement	12-13
Management Analysis II: Operations Design	12-15
Electromagnetic Interference & Compatibility	12-16
Latin America Orientation (Hurlburt Field, FL)	12-16
Wellness in the Workplace	13
RDT&E N Budget Formulation/Execution	13-14
Professional Etiquette & Netiquette	14
SIGMA PID/PR GF	15
Resume Preparation	19
Dynamic Leadership	19-21
Design Interface/Maintenance	19-23
SAM-C (CONUS) (WPAFB)	19-30
Contracting Officers Rep (Refresher)	20
Govt. Contracting for Tech/Admin Pers. In Plain English	20-22
Seven Habits of Highly Effective People (CL)	20-22
Management Info Systems for International Logistics (MISIL) (Intro)	21
Federal Appropriations Law Update	26
Turning Team Conflict into a Positive Source of Energy	26-27
Supervision I: Intro to Supervision	26-29
Navy Budget Policies and Procedures	26-29
Data Analysis Using MS Excel	26-29
Systems Operational Effectiveness Life Cycle Analysis	26-30
Performance Based Contract (Boot Camp)	27-28
Alternative Dispute Resolution (CL)	27-28
Federal Appropriations Law	27-30
DSAMS	28-29
SIGMA MILSTRIP GF	29
FMS Overview	30

To find detailed information regarding each course, including registration processes, please see the HRO web page via Wingspan or on the Internet at:
<http://hro.navair.navy.mil/training>.